

CODE INSPECTOR

DISTINGUISHING FEATURES

The fundamental reason the Code Inspector classification exists is to perform technical office and field inspection work in the enforcement of the City's nuisance and zoning ordinances in the Citizen and Neighborhood Resources Department. This classification does not supervise. Work is performed under general supervision by the Code Enforcement Manager. The Code Inspector classification is distinguished from the Code Enforcement Specialist classification by the addition of a broader range of duties assigned and more independent nature of the work.

ESSENTIAL FUNCTIONS

Responds to complaints from the public, orally and in writing. Investigates possible violations of City property maintenance, nuisance and zoning codes; identifies violations and properties not in compliance and follows up with warnings notices and citations to ensure compliance with city codes. Works with citizens, property and business owners to correct violations.

Performs preventative enforcement and conducts filed inspections; patrols assigned areas of the City to locate and observe violations of city codes including zoning nuisance, environment, swimming pool, neighborhood enhancement and health and safety ordinance violations.

Researches case histories, approval documents, approved blueprints, property ownership records, sales tax licenses, aerial photos, microfiche records, utility records and other related documents as necessary.

Provides information to the public, other City departments, architects, engineers, contractors, and interested parties regarding zoning and other regulations, variances, related departmental programs and policies.

Prepares reports, documents inspections, issues notices or letter, photographs property conditions and maintains required records. Uses a computer database for reporting and record keeping.

Prepares cases for court actions, assists the City Attorney's Office in determining appropriate disposition of outstanding cases and testifies in court.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Microsoft Office software;
Business Writing;
Scottsdale ordinances relating to zoning, property maintenance and nuisance regulations; and
Ordinances, practices, procedures, and terminology of governmental operations.

Ability to:

Resolve issues and conflicts through working partnerships with citizens and neighborhood associations;

Deliver quality services that meet customer needs in a respectful and professional manner through positive, effective and honest communication;

Communicate effectively with others, orally and in writing, using proper sentence construction and clearly organized thoughts in the explanation and application of regulations and procedures;

Perceives and interprets customer needs and translates them into effective solutions and operational policy;

Work in a variety of weather conditions with exposure to the outdoor elements;

Operate a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye, arm, and hand movement;

Establish and maintain effective working relationships with co-workers, supervisors, and the general public;

Produce letter and reports, which present case facts clearly and concisely;

Analyze, interpret, and acquire knowledge of the City's sign and zoning ordinances and regulations; and

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to two years of recent public contact experience, preferably including the application and interpretation of rules and regulations. AACE certification is required within the first year of employment. Must possess and maintain a valid Arizona driver's license without any violations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified